



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**STAFF COUNSEL**  
**\$3,511 - \$6,763**  
**(MULTIPLE POSITIONS)**  
**SAN FRANCISCO**

**RESPONSIBILITIES:**

Under the direction of an Assistant Chief Counsel, the Staff Counsel will provide a broad range of legal services associated with the administration and enforcement of the California Insurance Code. The incumbent will independently, and in association with others, perform a variety of professional duties and activities, including the following: drafting of legal research memoranda both formally and ad hoc; responding to public inquiries; conducting a review and analysis of legislation; preparing and conducting administrative hearings; promulgating and revising of regulations; providing appropriate legal guidance to department staff; conducting a legal review and analyzing company filings; working with and coordinating legal services provided by other counsel (including attorneys from the Office of the Attorney General); representing the Department and the Commissioner, in venues outside the organization, in meetings, and other activities.

**DESIRABLE QUALIFICATIONS:**

- Strong background and relevant experience in insurance and title insurance law
- Familiarity with the Insurance Code and related statutes and regulations
- Familiarity with the California Administrative Procedure Act and experience in conducting administrative hearings.
- Litigation experience and/or corporate transactional experience, helpful for some positions
- Experience in workers compensation or title insurance, helpful for some positions
- Familiarity with methods and systems of all branches of California government
- Strong analytical and inter-personal skills;
- Excellent written and verbal communication skills; comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods
- Ability to meet multiple deadlines and performs under pressure.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Counsel level, those within transfer range, or individuals with list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed, however, only the most qualified candidates will be considered. SROA or surplus employees are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, or Training and Development Assignment) on the State application.*

**APPLICATION PROCEDURE:**

Send a completed standard State of California application to: Inez Armstrong, Human Resources Management Bureau - Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Staff Counsel, #231-5778-XXX" on the State application.** For additional information, please call (916) 492-3271.

**FINAL FILING DATE:**        **August 21, 2000 or until filled**

**NOTE:** Interested individuals, including list eligibles, must submit applications in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**